



No. PLN/MBDA/06492/2025/NF/2682

Dated: 14.04.2026

OFFICE ORDER

This is to inform all concerned that the **Knowledge Management (KM) Nodals** selected by the respective **District Project Managers (DPMs)** and **Block Project Managers (BPMs)** have been assigned their roles and responsibilities under the **MegLIFE Project**.

The **Terms of Reference (TOR)** for the KM Nodals are outlined as follows:

Terms of Reference (TOR)

Knowledge Management Nodal – MegLIFE Project

1. To capture and maintain photographic and video documentation of project activities and interventions undertaken in the field.
2. To maintain and regularly update a **Photo Database** with appropriate captions, dates, locations, and other relevant metadata.
3. To prepare and compile village reports, activity reports, and success stories highlighting project achievements and impacts.
4. To provide necessary inputs for project documentation, including progress reports, and other reporting requirements.
5. To maintain a structured and organized repository of Knowledge Management materials, including photographs, videos, reports, and training records.
6. To identify, document, and share **best practices, innovations, and lessons learned** from project implementation in the field.
7. To coordinate with the **Knowledge Management Team at the State Project Management Unit (SPMU)** and relevant field staff to ensure timely documentation and submission of reports.
8. To regularly report to the Knowledge Management Team at SPMU and participate in review meetings, consultations, and knowledge-sharing sessions as required.

The KM Nodals shall ensure that all activities implemented under the MegLIFE Project are **systematically documented, properly archived, and effectively communicated** to support knowledge sharing, learning, reporting, and enhanced visibility of the project.

The list of KM Nodals selected by the respective DPMs and BPMs is appended below:

<u>S.No</u>	<u>Names</u>	<u>Designation</u>	<u>Block</u>	<u>Contact number</u>
1	Pyrkhatskhem Dkhar	Field Co-ordinator	Thadlaskein Block	7638909492
2	Dimsri Momin	PA	Samanda Block	9362017193
3	Dyanchi D Sangma	PA	Zikzak Block	6009063987
4	Memambirth Momin	PA	Songsak Block	8014303999
5	Salnang R Marak	PA	Resubelpara Block	8787557175
6	Thomas Sangma	PA	Trikilla Block	8787682315
7	Rekky K Marak	PA	Kharkutta Block	8787431193/9383397266
8	Thrangshisha Lamare	PA	Saipung Block	8414921963
9	Anandbirth K Sangma	PA	Chokpot Block	9612264988
10	Jingjang P Sangma	PA	Dalu Block	9862681659
11	Tengbath R Marak	PA	Gambergre, WGH	6909056456
12	Chingchame Mona M Sangma	PA	Dambo Rongjeng	7005716575
13	Blacisuh D Sangma	PA	Betasing Block	8732052931
14	Changte M Marak	PA	Baghmara Block	7005039198
15	Balari Kharjana	PA	Umling Block	9863302421
16	Euginia P Nongrum	PA	Umsning Block	7005629283
17	Daiolutibha I ka Rymbai	PA	Thadlaskein Block	7432047059
ss18	Hamesha Nongsteng	PA	Mawkyrwat Block	8837314290
19	Priyanka Ch Momin	Apprentice)	Rongram block	8707229687

20	Wesley Angel Pohtam	PA	Mawryngkneng Block	6009449099 / 9615515992
21	Illoster K Sangma	PA	Rongara Block	8415077445
22	Kid Alfred M Sangma	PA	Gasuapara Block	8787596568
23	Jaksramchi M Marak	PA	WGH Group 2	9101085657
24	Goldie Z Hnamte	PA	Mawkynrew Block	9366894877
25	Matti Bakor	PA	Mairang Block	9774831836



Shri. Wankit Swer,
Deputy Project Director,
MegLIFE, MBDA, Shillong

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Copy To:

1. All DPMs, MegLIFE Project, for kind information.
2. All BPMs, MegLIFE Project, for kind information.
3. APD, MegLIFE Project, for kind information.